

**Department of General Services
Records Management Program**

SCHEDULE
NUMBER 2112

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 2

DEPARTMENT OF HEALTH & MENTAL HYGIENE

All Units including Local Health Departments, Facilities, Professional Boards & Commissions

Item #	Description of Records (Programs, Forms, etc.)	Retention
	<p align="center">General Schedule - Administrative Records (THIS IS A <u>DEFAULT</u> DHMH SCHEDULE FOR RECORDS CREATED AND USED IN THE ADMINISTRATION AND OPERATION OF THE VARIOUS DHMH SUBDIVISIONS AND OFFICES. THIS SCHEDULE IS NOT AUTHORIZED FOR USE WITH PROGRAM FILES, WHICH REQUIRE PREPARATION OF INDIVIDUALIZED SCHEDULES.)</p>	
1.	<p>Administrative Communication- includes incoming and outgoing letters, faxes, e-mails, recordings, and other types of communication.</p> <p>E-mail of continuing administrative value should be saved to pc hard-drive or else printed, and handled as printed communications. Electronic files may be erased after verifying printed or transcribed hard-copies of the documents. Memos of short-term interest e.g., appointments, post-it notes, reminders, FYI-files, calendars, etc., are considered "working files" and are temporary, non-record materials.</p>	<p>1. Establish annual folders, maintaining current year and three (3) previous year's folders in office or records center. Screen files for duplicate and non-record material which may be destroyed if no longer needed.</p> <p>Temporary working files, memos, etc. are to be destroyed when no longer needed. Non-record e-mails are to be deleted from server within 30 days of receipt. Record copy e-mails (which have been downloaded to pc hard drive) should be backed-up at least semi-annually and retain back-up for three (3) years.</p>
2.	<p>a. Budget and Accounting Records-</p> <ul style="list-style-type: none"> ■ Annual Budget Requests ■ Timekeeping and Leave Records ■ Petty cash receipts, requisitions, order forms, inventory records, etc. ■ Other budget or accounting records <p>Electronic Accounting Files- including spreadsheets, databases, tables, etc., that are not kept in printed format, or are ongoing, continuing records.</p> <p>b. Contracts (Retention period starts at completion of contract).</p> <p>c. Audits</p>	<p>2 a. Organize records by fiscal year. Retain current year and three (3) previous years folders until all audit requirements are met, then destroy if no longer needed.</p> <p>Backup at least semi-annually, retain backup copy for three (3) years and until all audit requirements are met, then erase if no longer needed.</p> <p>2 b. Retain completed contracts for five (5) years and until audit requirements are met, then destroy.</p> <p>2 c. Retain Internal and Legislative Audits for ten (10) years, then destroy. All other audits are permanent. Transfer periodically to State Archives.</p>
3.	<p>Supervisor's Personnel Files- supervisor's working papers, such as PEP documentation, doctor's notes for sick leave, and other papers used by the supervisor. (This is not the "official" personnel file, which is maintained in the Personnel Services Administration or Personnel Office).</p>	<p>3. Screen periodically, removing outdated information. Retain until employee transfers or retires, then destroy.</p>

APPROVED BY: (DHMH Official)

SIGNATURE:

Jonathan Seeman DATE 2/15/01
Jonathan Seeman, Deputy Secretary for Operations

AUTHORIZED BY: (State Archivist)

SIGNATURE:

Edward C. Papenfuse Jr.
Edward C. Papenfuse, Jr., State Archivist

DATE:

MAR 12 2001

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PAGE 2 OF 2

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Item No.	Record Series Description	Retention
4.	Records Management File- Contains authorized Records Retention and Disposal Schedules, completed Records Transmittal and Receipt forms with storage locations, Certificates of Record Disposal, Records Inventory Forms, Electronic Record Worksheets, etc.	Retain permanently; periodically transfer to State Archives.
5.	Unit History File- Information screened from other record series including documents which shows the development of the Department, unit, or program; documents signed by the Governor; unit publications (one copy of each); copies of internet/ intranet home pages, etc; newspaper/magazine/ internet articles; film, photo, VCR/digital recordings of ceremonies, awards, etc.	Retain permanently; periodically transfer to the DHMH History File, for eventual transfer to the State Archives.